

MINUTES  
COMMISSION ON CLASSIFIED STAFF AFFAIRS  
December 11, 1984

Present: Jane Kidd, Flora Walker, Martin Fowler, Emma Barber, Paul Gable, Marty Koldyke, Alice Allen, Gary Pringle, Gary McCombs, Diane Haselton, Ron Herrin, Pat Durham, Joyce Barrett, and Janet Olbon

Absent: Ray Thompson

Jane Kidd called the meeting to order by calling for a motion to accept the minutes from the last meeting. Flora Walker presented a motion to accept the minutes. Emma Barber seconded the motion. The motion carried.

Marty Koldyke reported from the Welfare Committee. There was discussion on the proposed child care resolution and memorandum. Ron Herrin suggested leaving out the word "laboratory" and replacing it with "practicum" throughout the memorandum and resolution. Marty Koldyke entertained a motion that Jane Kidd send the child care memorandum to the President's Council and to present this as a service to University employees. Diane Haselton seconded the motion, and it carried.

Marty Koldyke pointed out that several letters had been received concerning merit increases. He suggested that these questions be addressed in the Newsletter Question and Answer column. The majority agreed.

Paul Gable reported from the Policy Committee. He stated that the committee had a meeting scheduled with Dr. Maxwell for December 19, 1984. Paul Gable suggested that the Commission review their Constitution again, clarifying certain items such as not voting on new items until the next meeting. The majority agreed with this. Jane Kidd suggested appointing a new committee to review the Constitution in January.

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Alice Allen reported from the Communication Committee. She passed out a suggested form from the committee to use for submitting items to the Newsletter for the Departmental notes. There was discussion concerning putting the Commission's address at the bottom of the form and changing the signature lines to Director/Department Head and Dean/Vice President. There was also discussion on the nature of items to be included in the notes--personal honors or just professional honors. The majority agreed that the Executive Committee of the Commission should screen items for departmental notes. Diane Haselton suggested putting an example of items to be printed after "speeches given", "office in professional associations". The majority agreed. Diane Haselton entertained a motion to adopt the proposed form, with the address change, signature line changes, and example included and that the Commission's Executive Committee would screen items submitted. Pat Durham seconded this motion. The motion carried. The Communication Committee will revise the form, have it printed, and distribute the forms to the designated campus locations. The Personnel Department will pay for printing and will seek reimbursement, when the Commission's expenses reach a significant amount.

It was suggested, and the majority agreed, that the Commission's address be printed at the bottom of the Commission's Question and Answer column, in the Newsletter, as well as instructions for submitting items.

Jane Kidd reminded the members of the Faculty/Staff meeting on December 19, 1984, at 10:00 a.m., in Tillman Auditorium and encouraged members to attend. She also pointed out that this meeting was always held the day before graduation and that the meeting announcement was in this week's Newsletter. Jane

Kidd asked Paul Gable and the Policy Committee to come up with a proposal to include staff in faculty/staff meetings or have a separate staff meeting.

Jane Kidd discussed the nominating ballot for filling the positions of members rotating off: Emma Barber, Pat Durham and Gary McCombs. She pointed out that current members could be re-nominated and stated the areas from which the new members must come: Agriculture--off campus; Architecture, Commerce and Industry, and Nursing; Business and Finance--non-Physical Plant. Ron Herrin suggested that the ballot include the signature of the nominator, as well as the nominee. The majority agreed. Jane Kidd will modify ballot indicating current members could be re-nominated, the areas from which the nominees must come, and a signature line for the nominator. When these changes have been made, she will have the ballot printed in the Newsletter.

Jane Kidd presented the following items as information to the Commission members:

1. Memorandum by Davis McGregor on employee liability coverage answered by John Trustle. This was sent to her by David Senn, and she will send copies to the Commission members.
2. Committee appointed to work on student services on east campus. An article will be in the Newsletter concerning this.
3. State law against employees running for State or Federal offices. Is this discrimination against South Carolina employees?
4. Supervisors should encourage "flex" time, if possible in their departments.
5. A suggestion to begin recognizing 5-year anniversary of employment.



6. Jane Kidd has moved into a new position.
7. Information released by President Atchley on the suspension of the two track coaches.

Under old business, Diane Haselton, asked about the letter received on job descriptions. Jane Kidd stated that it had been answered.

Martin Fowler raised a question on how the University's holidays were determined. Ron Herrin answered this stating that Election Day and the Governor delcaring Christmas Eve as a holiday determined the difference in the number of holidays each year, and that the general holiday list comes from the Governor's Office.

The next meeting will be January 8, 1985, at 10:00 a.m., in the Jordan Room. Members are to let Jane Kidd know of any items to be included on the agenda of this meeting.